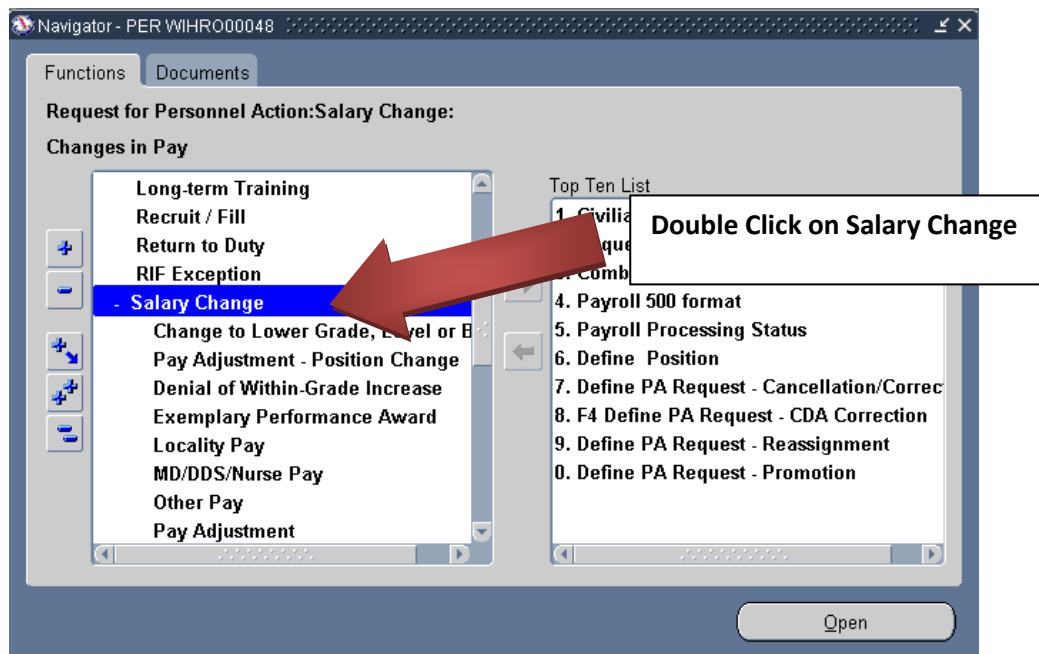
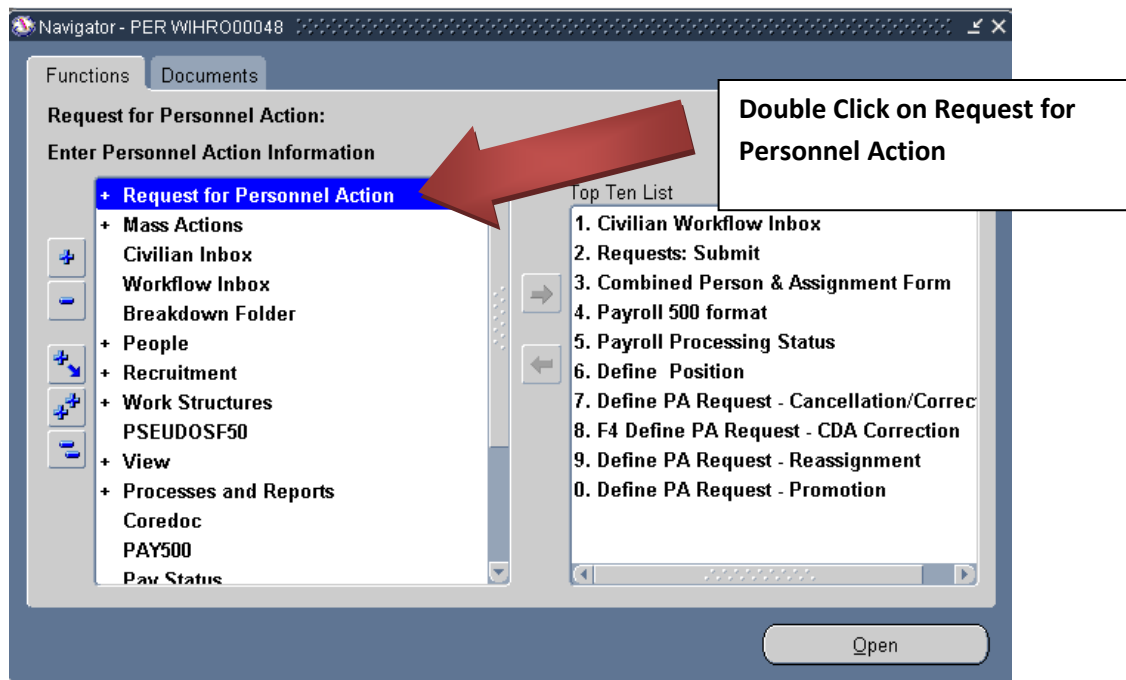
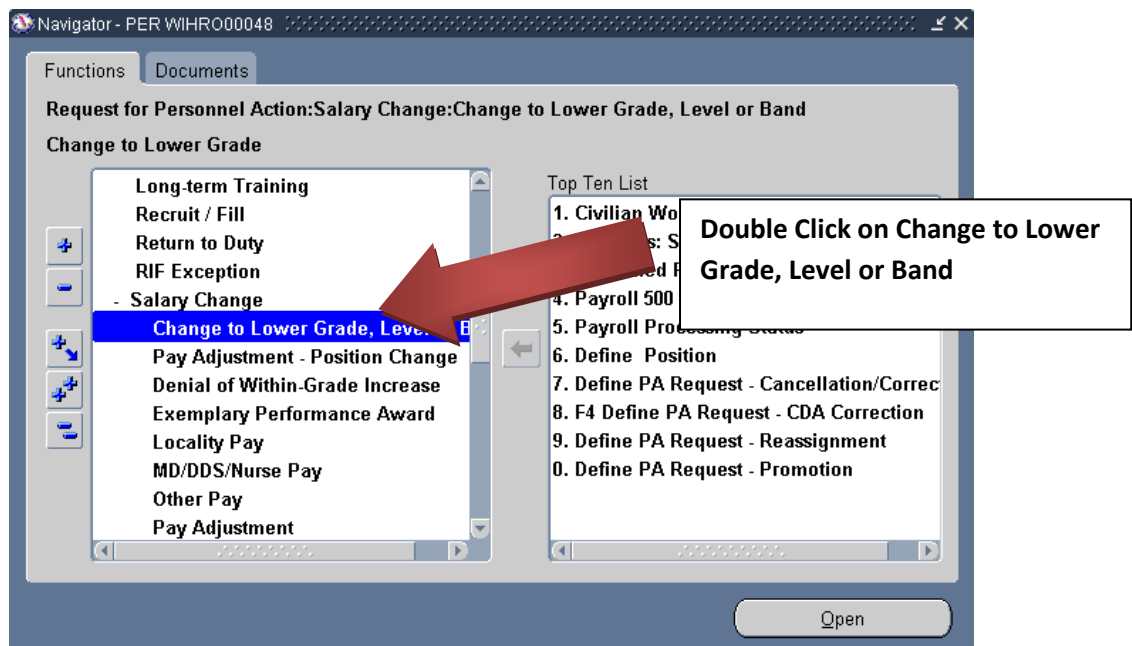


## Sample Change to Lower Grade (NOA 713)





Request for Personnel Action (Change to Lower Grade, Routing Group: NG\_ROUTING\_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and

**PART A - Requesting Office**

1 Actions Requested  
Change to Lower Grade

2 Request Number

3 For Additional Information Call (Full Name)  
Huschka, Natalie K

4 Prop. Eff. Date  
01-APR-2011

5 Action Requested By (Full Name)  
DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

7 Title  
SUPERVISORY HUMAN RE

8 Request Date  
11-FEB-2011

9 Concurrency Date

**PART B - For Preparation of SF 50**

1 Last Name

2 Social Security Number

3 Date of Birth

4 Effective Date

**FIRST ACTION**

5-A Code  
...

5-B Nature of Action

5-C Code

5-D Legal Authority

5-E Code

**SECOND ACTION**

6-A Code

6-B Nature of Action

6-C Code

6-D Legal Authority

6-E Code

6-F Legal Authority

History

First Nature of Actions

Find %

Code	Nature of Action
713	Chg to Lower Grade, Level or Band
913	Change to Lower Grade in Rate
916	Change-to-Lower Grade NTE _____

Find OK Cancel

Fill Part A - Requesting Office.

Fill Part B - For Preparation of SF 50

Choose the LOV button in block 5-A Code. Scroll down to Code 713, Chg to Lower Grade, Level or Band

Request for Personnel Action (Appointment, Routing Group:NG\_ROUTING\_GP)

Employee SSN Nature of Action  
  **Excepted Appointment**

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title  8 Pay Plan  9 Occ. Code  10 Grade or Level   
 11 Step or Rate  12 Total Salary   
 12A Basic Pay  12B Locality Adj.  12C Adj. Basic Pay   
 12D Other Pay  12E Pay Basis

**TO INFORMATION**

15 Position Title  16 Pay Plan  17 Occ. Code  18 Grade or Level   
 19 Step or Rate  20 Total Salary  Award  UoM   
 20A Basic Pay  20B Locality Adj.  20C Adj. Basic Pay   
 20D Other Pay  21 Pay Basis   
 22 Name and Location of Position's Organization

History Extra Information Person Position (B) Others... (D)

Navigate to the Position Data Tab. Input the Title of the Position as it appears on either your HRMD or your MyWorkplace account and press "TAB"

To Positions

Find Human Resources Assistant%

Position Title	Occupied	Pay Plan	Occ Series	Grade	Organization Name	Pos Num	Pos Seq Num	Agency C...	
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	306047	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	36546	NGAR
HUMAN RESOURCES ASSISTANT	NO	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	306047	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	45	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	06	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	5	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000		NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	NGAFM91CFMR701	80532000		NGAF
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	NGARW8FLA...	07261000	25	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70415000	97	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	6902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	7849	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	MC	0001	47	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	278131	NGAR

A new window should pop up.

Scroll right until you see the Pos Seq Num column

Scroll through the Sequence Numbers until you find the correct one for the position you are trying to advertise. Here may be a lot depending on the position so be careful to select the correct one as it appears on your HRMD or MyWorkplace account

**Note 1:** If you are not sure which sequence number you want, select one in your area and the HR Staff will work with you to determine which one you're looking for after you've submitted the request.

Request for Personnel Action (Appointment, Routing Group NG\_ROUTING\_GP)

Employee SSN Nature of Action  
**Excepted Appointment**

Posting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
 8 Pay Plan 9 Occ. Code 10 Grade or Level  
 11 Step or Rate 12 Total Salary  
 12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

14 Name and Location of Position's Organization

**TO INFORMATION**

15 Position Title Number Seq No  
**HUMAN RESOURCES ASSISTANT 7040801 306047**  
 16 Pay Plan 17 Occ. Code 18 Grade or Level  
**GS 0203 07**  
 19 Step or Rate 20 Total Salary Award UoM  
 20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay  
 20D Other Pay 21 Pay Basis  
**Per Annum**  
 22 Name and Location of Position's Organization  
**THE ADJUTANT GENERAL - WI**  
**JOINT FORCE HQ - WI**  
**HRO TECH PERS MGT BR**  
**MADISON, WI**

History Extra Information Person Position (B) Others... (D)

Click on the yellow Notepad icon.

Notepad

Notepad

Click "NEW"

New Append Delete OK

Add the following information into the Notepad  
 (you can COPY & Paste to save time!!!)

Justification for Change to Lower Grade:

Current Mil Grade:

DMOS/DAFSC:

Supervised by (Rank & Last Name):

Supervises (Rank & Last Name):

Work Schedule:

Vice:

Supervisor Contact Information:

Email Address:

Phone Number:

Click "OK" after  
 you have added  
 notes.

File Edit View Folder Tools Window Help

Request for Personnel Action (Appointment, Routing Group:NG\_ROUTING\_GP)

Employee SSN Nature of Action  
**Excepted Appointment**

Routing Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
10 Grade or Level

11 Step or Rate 12 Total Salary  
12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay  
12D Other Pay 13 Pay Basis

14 Name and Location of Position's Organization

**TO INFORMATION**

15 Position Title Number Seq No  
**HUMAN RESOURCES ASSISTANT 7040801 306047**

16 Pay Plan 17 Occ. Code 18 Grade or Level  
**GS 0203 07**

19 Step or Rate 20 Total Salary Award UoM  
20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay  
20D Other Pay 21 Pay Basis  
**Per Annum**

22 Name and Location of Position's Organization  
**THE ADJUTANT GENERAL - WI  
JOINT FORCE HQ - WI  
HRO TECH PERS MGT BR  
MADISON, WI**

History Extra Information Person Position (B) Others... (D)

Click on the "SAVE" Icon

Decision

Do you wish to route the Request for Personnel Action now?

Yes Cancel No

Click on the "YES" Icon

Routing

RoutingTo

- Select Routing List
- Select Person
- Select Groupbox
- Select and Hold in Personal Inbox
- HR

Print Backpage No

Routing Groupboxes

Find %

Name	Display Name
AKHRO	AKHRO
AKHRO_AGR	AKHRO_AGR
AKHRO_ASSISTANTS	AKHRO_ASSISTANTS
AKHRO_BENEFITS	AKHRO_BENEFITS
AKHRO_CLASSIFICATION	AKHRO_CLASSIFICATION
AKHRO_ERS	AKHRO_ERS
AKHRO_STAFFING	AKHRO_STAFFING
AK_4	AK_4
AK_9	AK_9
AK_ACTION_REQ	AK_ACTION_REQ
ALHRO	ALHRO
AL_ACTION_REQ	AL_ACTION_REQ
APHRO	APHRO

Find OK Cancel

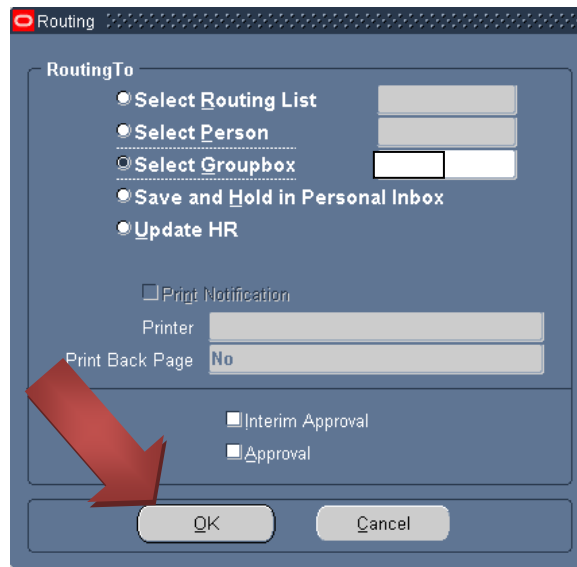
Click on "SELECT Groupbox"

Type applicable groupbox in front of the percent sign then click find.

Click "OK"

A message will pop up informing you that a request has been generated. Just click "ok" again.

A blank Fill request will now pop up. X out of it.

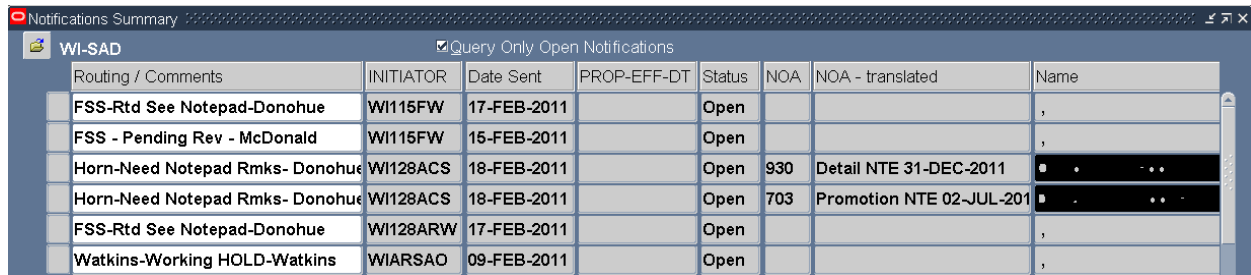


The image shows a 'Routing' dialog box with the following options:

- ☒ Select Routing List
- ☒ Select Person
- ☒ Select Groupbox
- ☒ Save and Hold in Personal Inbox
- ☒ Update HR
- ☐ Print Notification
- Printer: [text box]
- Print Back Page: No
- ☐ Interim Approval
- ☐ Approval
- Buttons: OK, Cancel

A large red arrow points from the left towards the 'OK' button.

Add/edit your "Routing/Comments" in your inbox/groupbox. i.e.



The image shows a 'Notifications Summary' window with a table of notifications. The table has columns: Routing / Comments, INITIATOR, Date Sent, PROP-EFF-DT, Status, NOA, NOA - translated, and Name. The data is as follows:

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	• • • • •
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	• • • • •
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

Click the "Gold Disc" Save Icon

**\*\*Note\*\*** If you have any questions on this guide or the process call DSN: 724-3722/3710/3706 or COM: 608-242-3722/3710/3706.